

5. Enrollment

Description of Current Conditions

(1) Are admissions policies explicitly stated?

◆ University-wide

Since its inception, APU has attracted students from around the globe who possess suitable qualities (e.g., fundamental skills, language proficiency, motivation to learn etc.) and diverse personalities and with whom the university's basic ideals strike a chord. Admissions policies are stipulated for each College, Graduate School, Program and Major after careful discussions in the Faculty Council, Graduate School Faculty Council and the University Senate Meeting. This academic year, these policies were rewritten from a university-wide perspective to ensure consistency with the AACSB accreditation process and the AY2014 graduate school reforms (Ref. 5-1). These policies are published on the University homepage.

In addition, the admissions handbooks state that any physically disabled students who would like to receive assistance at the time of the entrance examination or after admission must notify the university in advance. Each case is then handled based on individual circumstances (Ref. 5-2, p. 80).

While enrolled at APU, undergraduate students are expected to take advantage of every opportunity presented by the university's multicultural campus in addition to acquiring the knowledge, skills and attitudes required to contribute to the world once they graduate. Prospective undergraduate students are expected to exhibit the following qualities (Ref. 5-3), which are clearly presented on the university homepage.

- 1) Basic Japanese or English communication skills;
- 2) Strong desire and aptitude to learn the non-basis language and aptitude therefor;
- 3) Required basic knowledge for university-level learning;
- 4) Analytical skills, creativity and aptitude to solve real problems
- 5) Motivation to actively take advantage of all learning opportunities with which one is presented;
- 6) Aptitude for coexistence in a multicultural environment.

In both of the Colleges, admissions qualifications for academic credentials are based on Article 90 of the School Education Act and Article 150 of the Ordinance for Enforcement of the School Education Act, and the following admissions qualifications have been established for each enrollment basis language to determine if applicants have the requisite knowledge to understand lectures in either Japanese or English. These are also clearly

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stated in the admissions handbooks (Ref. 5-4, p.7).

Language of Enrollment	Qualifications
Japanese	Japanese proficiency equivalent to at least 90 points on Level N1, or at least 100 points on Level N2, of the Japanese Language Proficiency Test (JLPT), or at least 220 points on the Examination for Japanese University Admission for International Students (EJU) (excluding the written exam)
English	English proficiency equivalent to at least 61 points on the TOEFL-iBT, at least 500 points on the TOEFL-PBT, at least 5.5 points on the IELTS, at least 700 points on the TOEIC, or at least Grade Pre-1 of the EIKEN Test in Practical English Proficiency

To contribute to the world upon graduation, graduate students are expected to acquire comprehensive, expert knowledge and research skills and to take full advantage of APU's multicultural campus to develop a global perspective and networks. Prospective graduate students are expected to exhibit the following qualities. These are stated in the admissions policy common to both Graduate Schools and are published on the university homepage (Ref. 5-3).

- 1) Basic English skills for learning and communication;
- 2) Specialized knowledge required to engage in advanced studies in one's graduate school and division;
- 3) Analytical skills, perceptiveness and aptitude to solve real problems;
- 4) Motivation to actively take advantage of all learning opportunities with which one is presented;
- 5) Aptitude for coexistence in a multicultural environment.

In both of the Graduate Schools, admissions qualifications for academic credentials are based on Article 102 of the School Education Act and Article 155 of the Ordinance for Enforcement of the School Education Act, and the following admissions qualifications have been established to determine if applicants have the requisite knowledge to understand lectures in English. These are also clearly stated in the admissions handbooks (Ref. 5-5, p.7).

Language of Enrollment	Qualifications
English	English proficiency equivalent to at least 80 points on the TOEFL-iBT, at least 550 points on the TOEFL-PBT, at least 6.0 points on the IELTS, or at least 780 points on the TOEIC

◆ College of Asia Pacific Studies

The admissions policy for APS comprises the following three qualities, and it is published

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on the university homepage (Ref. 5-3).

- 1) Ability to integrate large amounts information, think about things from multiple angles and frame one's opinions;
- 2) Interest in the societies and cultures of the Asia Pacific region;
- 3) Insight into the society of the 21st century.

◆ College of International Management

The admissions policy for APM comprises the following three qualities, and it is published on the university homepage (Ref. 5-3).

- 3) Interest in business;
- 4) Strong ethical outlook and interest in developing the Asia Pacific region through business;
- 5) Insight into the society of the 21st century.

◆ Graduate School of Asia Pacific Studies

Graduate School of Asia Pacific Studies Master's Program in Asia Pacific Studies

The admissions policy for the GSA Major in Asia Pacific Studies comprises the following two qualities, and it is published on the university homepage (Ref. 5-3).

- 1) A keen interest in research pertaining to fields including international relations and social and cultural studies required for the development of the Asia Pacific;
- 2) A strong intention to contribute to sustainable development and coexistence in the Asia Pacific region;

Graduate School of Asia Pacific Studies Master's Program in International Cooperation Policy

The admissions policy for the GSA Major in International Cooperation Policy comprises the following two qualities, and it is published on the university homepage (Ref. 5-3).

- 1) A keen interest in research pertaining to fields including administration, environmental studies, development, health science and tourism required for the development of the Asia Pacific;
- 2) A strong intention to contribute to sustainable development and coexistence in the Asia Pacific region.

Graduate School of Asia Pacific Studies Doctoral Program in Asia Pacific Studies

The admissions policy for GSAD comprises the following three qualities, and it is published on the university homepage (Ref. 5-3).

- 1) A keen interest for pioneering new academic disciplines required for the development of the Asia Pacific.
- 2) Aptitude and skills for mastering new academic theories and applications as an

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independent researcher

- 3) A strong intention to contribute to sustainable development and coexistence in the Asia Pacific region

◆ Graduate School of Management

The admissions policy for GSM comprises the following two qualities, and it is published on the university homepage (Ref. 5-3).

- 1) A keen interest in companies in the Asia Pacific region and solving the management issues they face;
- 2) The ability to contribute to the sustainable development of the Asia Pacific region as an all-around manager or leader who possesses a highly ethical outlook.

GSM's admissions qualifications for required knowledge at the time of enrollment are either at least two years of work experience or a certain score on the Graduation Management Admissions Test (GMAT) (Ref. 5-5, p. 9).

(2) Are student recruitment and selection conducted fairly and appropriately in accordance with admission policies?

◆ University-wide

To ensure transparency in student selection, entrance examination types (e.g., selection methods, test subjects, grade distributions etc.), recruitment quotas and application qualifications are clearly indicated in the admissions handbooks and admissions guides and on the university homepage. The results of the previous year's admissions (e.g., number of applicants, number of examinees, number of accepted students, lowest passing scores etc.) are also published (Ref. 5-6).

As for the administrative framework, we employ teams of multiple faculty and staff to prevent mishandling or errors and ensure objectivity in the screening and scoring of documents and the holding of interviews in the selection stage.

Admissions assessments are deliberated and decided by the Admissions Assessment Committee, an expert committee of the Faculty Council, after a deliberation conducted in accordance with screening criteria stipulated by the Admissions Committee by a screening group composed of several faculty and staff members, including the Dean of Admissions. This series of multiple deliberations ensures the transparency and fairness of the process.

In the Colleges, separate student recruitment and admissions selection policies for domestic and international students are formulated every academic year, and these are finalized at the University Senate Meeting after a deliberation by the Admissions Committee. AO entrance examinations are conducted to select international students, and domestic students are selected by way of general entrance examinations, AO entrance examinations and special entrance examinations. These examinations are appropriately administered in accordance with relevant laws and the annual University Enrollee Selection Guidelines (a

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notification issued by the Director of the MEXT Higher Education Bureau). Assessments are conducted by the Admissions Assessment Committee, an expert committee established under the Faculty Council (Ref. 5-7, Article 3).

Student Selection Formats

Student Type		Examination Format	Examination Type
International students	Residing in Japan	AO	Examination for international students residing in Japan Transfer entrance examination
	Residing abroad	AO	Examination for international students residing outside Japan Transfer entrance examination
Domestic students		General	A Type, English-focused Type, Concurrent National Center Type, Center Type, March Exam Type, Center + Interview Type, Center Type (March)
		AO	Comprehensive Evaluation Type, Activities and Achievements Type, English-basis AO Type, Fall AO Entrance Examination
		Special	Admission by Recommendation (from a designated school, formal partner school, affiliated school or informal partner school), Returnee Student Examination A/B, Fall Returnee Examination A/B, Transfer Entrance Examination

With regard to international student recruitment, we recruit primarily in countries and regions where we have local offices, and we aim to admit a wide variety of students without relying on any given set of countries or regions in order to maintain campus diversity. In the countries and regions where we have local offices, we work closely with office staff to conduct school visits, hold our own information sessions and propose study trips to APU. In the United States, Europe, Africa and other regions where we do not have offices, we take advantage of local educational fairs and other events.

For the sake of fair and proper student selection, we publish admissions handbooks to widely communicate accurate information, including the recruitment quotas, application qualifications, and entrance examination dates determined by the Admissions Committee (Ref. 5-4). We also strive to make this information widely available by posting it on the university homepage (Ref. 5-8). Students are selected with the AO entrance examination, which entails a document screening (i.e., a confirmation of application qualifications, language proficiency, and high school or university grades), after which all applicants are interviewed. Interviews are either conducted face-to-face in country or over the internet.

We recruit domestic students from all regions of Japan. With the objective of directly communicating the appeal of the university to high school students and their guardians, we hold Open Campus and Summer Camp events (i.e., study camp for high school students)

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on our campus, and we also offer information sessions and consultations in the six major cities where there are Ritsumeikan Plazas as well as at Ritsumeikan's Tokyo and Osaka Umeda Campuses. In AY2014, we held three Open Campuses and two Summer Camps (one for third-year high school students and one for first and second-year high school students), thereby exposing potential students to APU's multicultural campus first hand.

Using the Prospectus and the university homepage, we provide information on entrance examinations as well as information on academics and campus life. Throughout the year, we visit high schools and preparatory schools all over Japan as well as foreign high schools and schools for Japanese residing overseas to disseminate information (Ref. 5-6).

Also, for the sake of fair and proper student selection, we publish admissions handbooks and admissions guides to widely communicate accurate information, including the recruitment quotas, application qualifications, and entrance examination dates determined by the Admissions Committee. We also disclose this information on the university homepage (Ref. 5-2; Ref. 5-6). Selection relies heavily on the AO entrance examination, which serves to evaluate applicant qualities and skills comprehensively and multidimensionally, and approximately one-third of the domestic student recruitment quota (i.e., 215 of 610 students for both Colleges) is fulfilled with this examination. With a multi-track evaluation consisting of a document screening, an essay examination and an interview, we select students consistent with our admissions policy. In AY2014, 714 domestic students applied for the AO entrance examination, of which 267 passed and 183 were admitted. The remaining two-thirds of the recruitment quota is covered by general entrance examinations (including examinations that utilize the National Center for University Entrance Examinations test) and special entrance examinations, which include admission by recommendations from affiliated and other schools and returnee examinations.

◆ College of Asia Pacific Studies

The international student recruitment quota is set at 210, out of the enrollment capacity of 600. Faculty and staff travel to countries in East and Southeast Asia where we have offices as well as to the rest of Asia, Oceania, Europe, the United States, Africa and other regions to recruit students directly, and we set enrollment targets depending on the situation in each country. All applicants must submit a statement of intent, academic transcripts and other documents that are screened in advance and attend an interview. With this, we assess students' motivation to study abroad in Japan and their suitability therefor as well as their interest in the wider world. Compared to the AY2014 recruitment quota of 210, 484 students applied, 406 were accepted and 267 were admitted.

The domestic student recruitment quota is set at 390, out of the enrollment capacity of 600. We recruit and select these students in approximately even portions from each of the three types of entrance examinations—general, AO and special.

Selection relies particularly heavily on the AO entrance examination, which assesses the skills, ambitions, aptitude and interests indicated in the admissions policy with a

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combination of a screening of documents, including the statement of intent and application form, an essay test, and an interview. Compared to the AY2014 recruitment quota of 141 on the AO entrance examination, 469 students applied, 186 were accepted and 125 were admitted.

◆ College of International Management

The international student recruitment quota is set at 380, out of the enrollment capacity of 600. Faculty and staff travel to countries in East and Southeast Asia where we have offices as well as to the rest of Asia, Oceania, Europe, the United States, Africa and other regions to recruit students directly, and we set enrollment targets depending on the situation in each country. All applicants must submit a statement of intent, academic transcripts and other documents that are screened in advance and attend an interview. With this, we assess students' motivation to study abroad in Japan and their suitability therefor as well as their interest in the wider world. Compared to the AY2014 recruitment quota of 380, 792 students applied, 649 were accepted and 437 were admitted.

The domestic student recruitment quota is set at 220, out of the enrollment capacity of 600. We recruit and select these students in approximately even portions from each of the three types of entrance examinations—general, AO and special.

Selection relies particularly heavily on the AO entrance examination, which assesses the skills, ambitions, aptitude and interests indicated in the admissions policy with a combination of a screening of documents, including the statement of intent and application form, an essay test, and an interview. Compared to the AY2014 recruitment quota of 74 on the AO entrance examination, 245 students applied, 81 were accepted and 58 were admitted.

◆ Graduate School of Asia Pacific Studies

Master's Program

As with the undergraduate College, the Graduate School recruits students in accordance with the policy that is formulated every academic year. The basic approach is to conduct in-country recruitment activities in the same target areas as the undergraduate College. Recruitment methods include participation in fairs and information sessions organized by the university.

Doctoral Program

With a pre-screening system in place, we verify applicants' research content as well as the availability of their preferred fields and research supervisors before they submit their applications.

◆ Graduate School of Management

As with the undergraduate College, the Graduate School sets key recruitment goals in

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accordance with the policy that is formulated every academic year. The basic approach is to conduct in-country recruitment activities in the same target areas as the undergraduate College. Recruitment methods include participation in fairs and information sessions organized by the university.

(3) In addition to setting appropriate capacities for student enrollment, does the university properly manage the number of current enrollees based on intake capacities?

◆ University-wide

With regard to the proper management of intake capacities, the Admissions Assessment Committee conducts careful admissions assessments, ensuring no major discrepancies between the enrollment and intake capacities. In addition, the number of current enrollees and the number of scheduled enrollees are confirmed in the Admissions Committee, Faculty Council, Graduate School Faculty Council and University Senate Meeting.

Both Colleges fulfilled their enrollment capacities in AY2014 (April and September admission), but were unable to fulfill their second and third-year transfer capacities.

Compared to a total intake capacity of 5,033 for both Colleges, there were 5,517 current enrollees as of November 1, 2014, making for a 1.10 ratio of intake capacity to current enrollees (University Basic Data, Table 4).

◆ College of Asia Pacific Studies

Based on an enrollment capacity of 600 in AY2014 (total for April and September admissions), we admitted 267 international students and 429 domestic students, for a total of 696 students, resulting in a ratio of enrollment capacity to actual enrollees of 1.16. The ratio of enrollment capacity to actual enrollees has averaged 1.05 over the past five years (AY2010 - AY2014).

Compared to a second-year transfer enrollment capacity of 12 for AY2014 (total for April and September admissions), 0 international students and one domestic student (Total: 1 student) transferred, making for a 0.08 ratio of second-year transfer capacity to actual enrollees. Likewise, for third-year transfer enrollment, the total capacity was 18, but only three international students and 0 domestic students (Total: 3 students) transferred, resulting in a 0.17 ratio of third-year transfer capacity to actual enrollees.

Compared to an intake capacity of 2,490 in AY2014, there were 2,786 current enrollees as of November 1, 2014, making for a 1.12 ratio of intake capacity to current enrollees (University Basic Data, Table 4).

◆ College of International Management

Based on an enrollment capacity of 600 in AY2014 (total for April and September admissions), we admitted 437 international students and 264 domestic students, for a total

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of 701 students, resulting in a ratio of enrollment capacity to actual enrollees of 1.17. The ratio of enrollment capacity to actual enrollees has averaged 1.06 over the past five years (AY2010 - AY2014).

Compared to a second-year transfer enrollment capacity of 22 for AY2014 (total for April and September admissions), one international student and zero domestic students (Total: 1 student) transferred, making for a 0.05 ratio of second-year transfer capacity to actual enrollees. Likewise, for third-year transfer enrollment, the total capacity was 31, but only nine international students and 0 domestic students (Total: 9 students) transferred, resulting in a 0.29 ratio of third-year transfer capacity to actual enrollees.

Compared to an intake capacity of 2,543 in AY2014, there were 2,731 current enrollees as of November 1, 2014, making for a 1.07 ratio of intake capacity to current enrollees (University Basic Data, Table 4).

In the AY2008 university evaluation, the College of International Management (then, the College of Asia Pacific Management) received a advice on its ratio of intake capacity to current enrollees and a recommendation regarding its ratio of enrollment capacity to actual enrollee numbers. However, these figures have since improved (University Basic Data, Table 4).

At present, the undergraduate transfer enrollment capacity and the graduate enrollment capacity remain unfulfilled.

◆ Graduate School of Asia Pacific Studies

Compared to the GSA Master's Program intake capacity of 120 as of November 1, 2014, there were 84 current enrollees, making for a 0.70 ratio of intake capacity to current enrollees. Based on an enrollment capacity of 60 in AY2014 (total for April and September admissions), GSA admitted 41 students, resulting in a ratio of enrollment capacity to actual enrollees of 0.68 (University Basic Data, Table 4).

Compared to the GSA Doctoral Program intake capacity of 30, there were 34 current enrollees, making for a 1.13 ratio of intake capacity to current enrollees—an improvement over the 1.77 mark from last academic year. Based on an enrollment capacity of 10 in AY2014 (total for April and September admissions), GSAD admitted 9 students, resulting in a ratio of enrollment capacity to actual enrollees of 0.90 (University Basic Data, Table 4).

◆ Graduate School of Management

Compared to the GSM Master's Program intake capacity of 80 as of November 1, 2014, there were 49 current enrollees, making for a 0.61 ratio of intake capacity to current enrollees. Based on an enrollment capacity of 40 in AY2014 (total for April and September admissions), GSM admitted 34 students, resulting in a ratio of enrollment capacity to actual enrollees of 0.85 (University Basic Data, Table 4). The intake capacity fulfillment rate in GSM is improving.

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- (4) **Are regular reviews held to ensure that student recruitment and selection are conducted fairly and appropriately in accordance with admission policies?**

◆ **University-wide**

APU's student recruitment and selection policies are reviewed and examined every academic year, and policies for the upcoming academic year are finalized by the University Senate Meeting after a deliberation in the Admissions Committee.

The adequacy of intake and enrollment capacities is reviewed every time academic reforms are enacted. APU is unique in that students are admitted twice per year (in the Spring and Fall) and that international students account for nearly half of the student body, the latter of which is easily influenced by external factors such as the international situation and economic trends. As such, we manage current enrollee numbers on a semesterly basis and track scheduled international student enrollee numbers weekly. We share this information internally by way of regular reports at the University Senate Meeting, and we strive to properly manage our intake and enrollment capacities.

◆ **College of Asia Pacific Studies**

Entrance examination results for the undergraduate Colleges are shared throughout the university by way of semesterly reports at the Admissions Committee, Faculty Council, University Senate Meeting, Executive Board of Trustees and Board of Trustees.

◆ **College of International Management**

Entrance examination results for the undergraduate Colleges are shared throughout the university by way of semesterly reports at the Admissions Committee, Faculty Council, University Senate Meeting, Executive Board of Trustees and Board of Trustees.

◆ **Graduate School of Asia Pacific Studies**

Entrance examination results for the Graduate Schools are shared throughout the university by way of semesterly reports at the Admissions Committee, Graduate School Faculty Council, University Senate Meeting, Executive Board of Trustees and Board of Trustees.

◆ **Graduate School of Management**

Entrance examination results for the Graduate Schools are shared throughout the university by way of semesterly reports at the Admissions Committee, Graduate School Faculty Council, University Senate Meeting, Executive Board of Trustees and Board of Trustees.

2. Assessment

(1) Items that are Showing Results

◆ University-wide

1) Creating and maintaining a multicultural campus

We engage in recruitment activities to showcase APU's curriculum and unique features to high schools in Japan and around the world, and because of this, we have succeeded in attracting students from nearly 80 countries and regions (Ref. 5-8; Ref. 5-9). We strive to undertake recruitment activities so that, as much as possible, we can maintain the 1:1 ratio of domestic to international students. (As of November 1, 2014, there were 54.4% domestic students and 45.6% international students currently enrolled at APU in both the undergraduate and graduate levels.) Since our inception in 2000, China, Korea and the countries of East Asia have accounted for a large percentage of our international students, but we have increased the percentage of students from Southeast Asia and other regions as a means to ensure diversity.

(2) Areas for Improvement

◆ College of Asia Pacific Studies

1) Clearly presenting admissions policies in printed publications

The admissions policy is not printed in the admissions handbooks for AY2015.

2) Unfulfilled transfer capacity

The transfer enrollment capacity for AY2014 (for both April and September admissions) is below the 0.7 threshold recommended by the Japan University Accreditation Association.

◆ College of International Management

1) Clearly presenting admissions policies in printed publications

The admissions policy is not printed in the admissions handbooks for AY2015.

2) Unfulfilled transfer capacity

The transfer enrollment capacity for AY2014 (for both April and September admissions) is below the 0.7 threshold recommended by the Japan University Accreditation Association.

◆ Graduate School of Asia Pacific Studies

1) Clearly presenting admissions policies in printed publications

The admissions policy is not printed in the admissions handbooks for AY2015.

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◆ Graduate School of Management

- 1) Clearly presenting admissions policies in printed publications

The admissions policy is not printed in the admissions handbooks for AY2015.

3. Strategic Direction for the Future

(1) Items that are Showing Results

◆ University-wide

- 1) Creating and maintaining a multicultural campus

As mentioned above, we have already realized a multicultural environment by attracting students from nearly 80 countries and regions and maintaining a near 1:1 ratio of domestic to international students, but our new goal under the Top Global University Project is to achieve the steady intake of international student from 100 countries and regions. To achieve this goal, we will expand the recruitment areas to which we send faculty and staff, cooperate with APU alumni around the globe, and build an eye-catching website for students who want to study abroad in Japan. In this way, we will work to attract students from more countries and regions.

(2) Areas for Improvement

◆ College of Asia Pacific Studies

- 1) Clearly presenting admissions policies in printed publications

We will print the admissions policy in the admissions handbooks for AY2016.

- 2) Unfulfilled transfer capacity

To fulfill the transfer capacity, we will strengthen publicity targeting students in junior colleges and technical schools both in Japan and overseas. We will also begin a review of the capacities stipulated in the University Regulations.

◆ College of International Management

- 1) Clearly presenting admissions policies in printed publications

We will print the admissions policy in the admissions handbooks for AY2016.

- 2) Unfulfilled transfer capacity

To fulfill the transfer capacity, we will strengthen publicity targeting students in junior colleges and technical schools both in Japan and overseas. We will also begin a review of the capacities stipulated in the University Regulations.

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◆ Graduate School of Asia Pacific Studies

- 1) Clearly presenting admissions policies in printed publications

We will print the admissions policies for each graduate school, program and major in the admissions handbooks for AY2016.

◆ Graduate School of Management

- 1) Clearly presenting admissions policies in printed publications

We will print the admissions policy in the admissions handbooks for AY2016.

4. Supporting Resources

- 5-1: Formulation of Policies Pertaining to University Evaluation (Accreditation) (same as Ref. 4(1)-7)
- 5-2: AY2014 Undergraduate Admissions Handbook for Domestic Students
- 5-3: Information Disclosure, APU homepage (same as Ref. 4(1)-5)
- 5-4: AY2014 Undergraduate Admissions Handbook for International Students
- 5-5: Admissions Handbook and Application Form
- 5-6: APUmate.net (an APU-run information site for applicants)
- 5-7: Ritsumeikan Asia Pacific University Faculty Council Regulations (same as Ref. 2-2)
- 5-8: APU homepage, Undergraduate Admissions for International Students
- 5-9: Ritsumeikan Asia Pacific University Prospectuses (for Undergraduate Domestic Students / for Graduate Students)