Ritsumeikan Asia Pacific University
Overseas Student Exchange Program
Credit Transfer Manual
(2017 Curriculum)

Student Exchange Coordinators

Academic Office

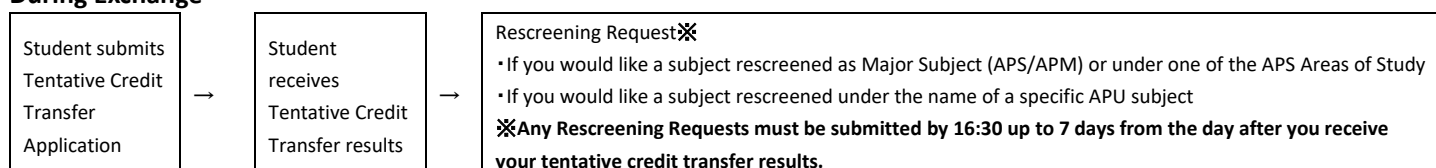**TEL: +81-977-78-1101**

E-mail: outbound@apu.ac.jp

All dates and times in this manual are based on Japanese Standard Time (JST)
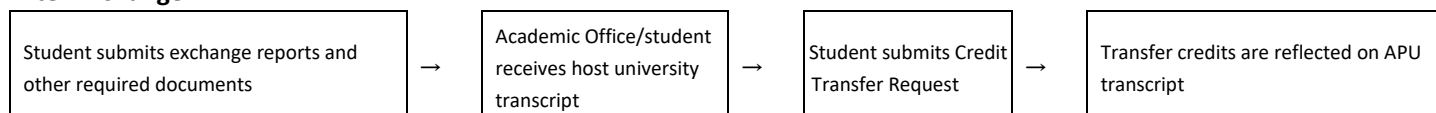
1. Credit Transfer Policy

1) In principle, subjects offered as part of the regular curriculum at your host university are eligible for transfer back to APU.

2) Students can transfer a maximum of 60 credits back to APU. These 60 credits include: credits earned prior to transfer to APU (i.e. through transfer admission); prior to regular admission to APU; and through the Overseas Student Exchange Program, Domestic Exchange Program with Ritsumeikan University and Akita International University, Open University of Japan, etc.

3) In principle, subjects lacking an academic component with connections to curricular content at APU are not eligible for transfer. For example, a cooking subject centered only on cooking in class would not be eligible for transfer. However, a cooking subject which also includes learning about the history of cooking, food tourism, or the food industry may be eligible for transfer.

4) During the credit transfer process, subjects taken at your host university will be reviewed against the APU curriculum. As a result, there may be cases in which subjects designated as major subjects at your host university cannot be recognized as major subjects at APU.

5) The number of credits received from your host university may not necessarily be equivalent to the number of credits received from APU.

6) Only successfully completed subjects are eligible for transfer to APU. All transfer credits will appear as "T" (transfer) on the student's APU transcript. In the event that you receive a failing grade in a subject, the subject will not be eligible for transfer and will not appear on your APU transcript. However, failed subjects may still appear on your host university transcript.

2. Overview of the Credit Transfer Process

During Exchange

Student submits Tentative Credit Transfer Application	→	Student receives Tentative Credit Transfer results	→	Rescreening Request※ ・If you would like a subject rescreened as Major Subject (APS/APM) or under one of the APS Areas of Study ・If you would like a subject rescreened under the name of a specific APU subject **※Any Rescreening Requests must be submitted by 16:30 up to 7 days from the day after you receive your tentative credit transfer results.**

After Exchange

Student submits exchange reports and other required documents	→	Academic Office/student receives host university transcript	→	Student submits Credit Transfer Request	→	Transfer credits are reflected on APU transcript

3. [Tentative Credit Transfer Application](#) (LimeSurvey)

Submitting a Tentative Credit Transfer Application enables you to get a general idea of how subjects taken at your host university may transfer back to APU. Please be aware that the results of this application are TENTATIVE and may be subject to change. **If you would like to transfer subjects from your host university to APU, you must list all of those subjects on your Tentative Credit Transfer Application and submit it for screening.** In principle, submission deadlines are as indicated below. However, we encourage you to submit a Tentative Credit Transfer Application as soon as you have access to the subject syllabi. If you have already submitted one or more Tentative Credit Transfer Forms and received results, please list only new subjects when submitting additional forms.

① **Submission Deadlines and Requirements**
Tentative Credit Transfer applications are conducted for each semester you take subjects at your host university. Please upload the syllabi for each subject corresponding to the semester you took the subject in to the designated Tentative Credit Transfer Survey and submit the survey.

<Submission Deadline: Regular Students>

Study Period	Spring Semester	Fall Semester
Submission Deadline (Note 1)	May 31, 16:30	November 20, 16:30
Return of Results (Note 2)	Early August	Early February

<Submission Deadline: Students who will return after the 2nd quarter>

Study Period	Spring Semester	Fall Semester
Submission Deadline (Note 1)	March 31, 16:30	October 10, 16:30
Return of Results (Note 2)	Late May	Late November

<Submission Deadline: Spring 2022 Students with Classes Starting in January 2022*>

Study Period	Spring 2022 Semester
Submission Deadline (Note 1)	March 10, 16:30
Return of Results (Note 2)	Late May

*Spring 2022 students with classes starting in January 2022 who cannot obtain syllabi before the deadline may submit their Tentative Credit Transfer Application by the deadline for Regular Students (May 31).

(Note 1) If the Academic Office is closed on the submission deadline date, the deadline will be extended to the next date the office is open.
(Note 2) Given that there are no inadequacies/delays.

② Notes When Submitting Syllabi
1. Each syllabus must contain **all** of the following:
    a) Subject name
    b) Subject content and objectives
    c) Grading method (A-F, Pass/Fail, exams 40% classwork 60%, etc.)
2. If you have not received an official syllabus, please ask the professor to provide you with a document listing the above criteria in English.
3. The syllabus must correspond to the semester in which you took the subject. A syllabus from a previous or subsequent semester will not be accepted.
4. The syllabus must be written in English. If the syllabus is not available in English, please submit a translation in English. If you submit a translated syllabus, please also submit a copy of the original syllabus as well as the Syllabus Translation Confirmation Form signed by the professor or a Student Exchange Coordinator at your host university.
5. When uploading syllabi to the survey, please title the file as the semester period and subject name, and number the files (i.e. syllabi) in the order listed on the Tentative Credit Transfer Application.
       (e.g.) 1. 2021Spring Economics.pdf / 2. 2021Spring Sociology.pdf
6. We cannot accept any documents that can be modified by the student, e.g. Microsoft Word document etc. In the case that the syllabus can only be viewed on the host university's website etc., please convert the syllabus webpage into a PDF file to submit it. If the syllabus information extends over several pages, please ensure that the sentences etc. are adjoined correctly from the previous page to the subsequent page and convert it to a PDF file.
7. Submitting only a URL or the host university's entire subject catalogue is not acceptable.

*Please read through these notes carefully and make sure to follow the submission instructions. If you are missing any of the required information or fail to follow the guidelines, we will ask you to resubmit your documents.

③ Screening Times
After receiving a Tentative Credit Transfer Form, the two APU colleges and Academic Affairs will conduct a screening based on the form and syllabi you submitted. Even if you submit a Tentative Credit Transfer Form before going on exchange, you may not receive your results in time for course registration at your host university. Therefore, please consider taking subjects based on your interests and major/graduation requirements at APU. In principle, subjects whose academic content has connections to curricular content at APU will be eligible for transfer. However, subjects may transfer back as Common

Liberal Arts or Language Education, rather than as Major Subject, depending on the subject content, university accreditations, etc.

4. Credit Transfer Subject Categories

	APS	APM
2017 Curriculum	Language Education Subject Common Liberal Arts Subject Major Subject Major Subject (Environment and Development) Major Subject (Hospitality and Tourism) Major Subject (International Relations and Peace Studies) Major Subject (Culture, Society and Media) (Other APU Subjects)	Language Education Subject Common Liberal Arts Subject Major Subject (Other APU Subjects)

5. Important Notes

1) If you took subjects in English at your host university and they have been deemed eligible for transfer as a Common Liberal Arts Subject, Major Subject, Major Subject (Environment and Development), Major Subject (Hospitality and Tourism), Major Subject (International Relations and Peace Studies), or Major Subject (Culture, Society and Media), those subjects will be listed as "Subjects Taken in English" on the APU transcript. No language of instruction will be listed for subjects taught in a language other than Japanese or English, or for subjects transferred as Language Education Subject.

2) As a general rule, subjects taken at the host university will be transferred under one of the categories listed above, or under one of the APS Areas of Study. If you would like a subject to be transferred under the name of a specific APU subject, you must submit a Rescreening Request **after** receiving Tentative Credit Transfer results for this subject and **before** submitting your Credit Transfer Request in order to confirm whether this would be possible.

3) A host university subject is not eligible for transfer under the name of a specific APU subject which you have already taken at APU. In addition, a host university subject whose content is identical to that of a subject which you have already taken at APU is not eligible for transfer.

4) If a host university subject is transferred under the name of a specific APU subject, then you can no longer register for that subject at APU.

5) Transferred subjects will be reflected on your APU transcript based on the year and semester in which they were taken at your host university.

6) The following subjects/programs have already been determined as ineligible for credit transfer:
University of Kent (UK) JYA English Plus Program
Ca' Foscari University of Venice (Italy) Language Support Internship Program

Notes for APS Students

① Regardless of the duration of your exchange, you can receive up to 10 credits in any one of the four Areas of Study, or have up to 10 credits transferred under the name of specific APU subjects. You cannot receive more than 10 credits in any one of the four Areas of Study. If more than 10 credits are deemed eligible for transfer under one or more Areas of Study, then the remaining credits will be transferred as Major Subject (APS).

② In principle, required subjects for each APS Area of Study will not be eligible for transfer and should be taken at APU.

Notes for APM Students

> ① Only a subject which has been transferred under the name of a specific APU subject (through approval of a Rescreening Request) can count toward an Area of Study. A subject transferred simply as "Major Subject" will not count toward an Area of Study. If you would like a subject to count toward an Area of Study, please submit a Rescreening Request before submitting the Credit Transfer Request to confirm whether this would be possible.
>
> ② Subjects taken at colleges or universities lacking AACSB, EQUIS, EPAS, or AMBA accreditation will not be eligible for transfer under the name of specific APM Required Subjects.
>
> ③ Any remaining APM Required Subjects will be automatically registered during the semester in which you return to APU. If you took a subject at your host university corresponding to an APM Required Subject, and that subject has been deemed eligible for transfer under an APU subject name, make sure to drop that subject on your own once back at APU.

6. Rescreening Request Form Submission (see page 9)

If you would like to have a subject rescreened, you must submit a Rescreening Request within 7 days from the day after you receive your Tentative Credit Transfer results, by 16:30.

Rescreening Request A: Rescreening as Major Subject or under one of the APS Areas of Study

1) Check the appropriate box under Request A on the Credit Transfer Rescreening Request Form, 2) write detailed reasons for requesting the rescreening, and 3) submit the Request Form together with the syllabus for the subject in question.

Rescreening Request B: Rescreening under the name of a specific APU subject

1) Leave Request A on the Credit Transfer Rescreening Request Form blank, 2) fill out the "Subject Name at APU" under Request B, 3) write detailed reasons for requesting the rescreening, and 4) submit the Request Form together with both the APU syllabus and the host university syllabus.

In some cases, your Rescreening Request may be denied.

7. Credit Transfer Request

① **Academic Office receives final transcript from host university**

Before leaving your host country, please ask the coordinator at your host university to mail the original transcript to the below address:

Student Exchange Coordinators (outbound)
Academic Office, Ritsumeikan Asia Pacific University
Jumonjibaru, Beppu, Oita 874-8577 Japan

In principle, APU requires the original, hard-copy transcript. Please ask your host university to send us your transcript by post. Once the Academic Office receives your transcript, we will send you an email asking you to come pick up a copy and reminding you to submit any remaining after-return documents. If your host university does not provide hard copy transcripts, please let the Academic Office know by email.

It has already been confirmed that the following universities do not issue hard-copy transcripts:
Singapore Management University (Singapore)
Neoma Business School (France)
Rennes School of Business (France)

Ca' Foscari University of Venice (Italy)
University of Bergen (Norway)
Kozminski University (Poland)
IE University (Spain)
University of Alicante (Spain)

If you are doing exchange at one of the above universities, please ask the student exchange coordinator at your host university to directly send your transcript to APU by e-mail. If the student exchange coordinator at a university other than one of the above universities can directly send your transcript to the Academic Office by e-mail, we will accept a PDF version of your transcript. In the case the student submits the transcript to the Academic Office, only a hard-copy transcript will be accepted. We do not accept PDF versions submitted by students.

② **Student submits required documents prior to applying for the Final Credit Transfer**
  All documents should be submitted by LimeSurvey or Forms (available on the Academic Office website).
  ☐Student Exchange Report: 1st Semester
  ☐Student Exchange Report: 2nd Semester (only for students on one-year programs)
  ☐Final Student Exchange Report
  ☐Notice of Completion

③ **Student submits Credit Transfer Request (LimeSurvey)**
  You must submit the following documents together through LimeSurvey (link available on the Academic Office website). No submissions will be accepted after the submission deadline. However, if you are unable to submit your transcript before the deadline for reasons outside your accountability, please complete the designated form: "Request for Late Submission of Credit Transfer Request and Transcript" and send it to the Academic Office by e-mail at least 7 days before the submission deadline by 16:30. After submitting the form, your request will be screened by the Academic Affairs. Depending on the screening, you may be granted permission to submit your Credit Transfer Request and transcript at a later date.
  ☐Credit Transfer Request (LimeSurvey)
  ☐Transcript (physical copy to be submitted to the Academic Office in advance)
  ☐Syllabi
  • Please submit a new syllabi only if any changes have been made to the syllabi which you originally submitted for your Tentative Credit Transfer request.
  • You are not required to re-submit any syllabi which you have already submitted.
  • Depending on the change in syllabi content, the subject may need to be screened for Tentative Credit Transfer results again.

④ **Submission Deadlines**

Regular Students

Returning Semester	Spring Semester	Fall Semester
Submission Deadline (Note 1)	April 10, 16:30	October 20, 16:30
Reflection on APU Grade Report (Note 2)	Grade release date in the semester of return.	Grade release date in the semester of return.

Students who will return after the 2nd quarter

Returning Semester	Spring	Fall
Submission Deadline (Note 1)	June 30, 16:30	January 10, 16:30
Reflection on APU Grade Report (Note 2)	Grade release date in the semester of return.	Grade release date in the semester of return.

(Note 1) If the Academic Office is closed on the submission deadline date, the deadline will be extended to the next date the office is open.

(Note 2) Given that there are no inadequacies/delays.

<Important Notes>
1. Unless you have been granted permission by APU, we cannot accept Credit Transfer Requests submitted after the submission deadline.
2. In the event that the host university will send your transcript to APU directly, we cannot accept your Credit Transfer Request until we have confirmed that your transcript has arrived at the Academic Office. Once the Academic Office has received your transcript, we will contact you promptly.
3. APU will screen undergraduate subjects taken at your host university based on your Credit Transfer Request.
4. When filling out a Credit Transfer Request, please list only subjects for which you already received tentative results, and for which you already received a grade from your host university.
5. If you have not yet received tentative results for one or more subjects, please submit a Tentative Credit Transfer Form.
6. You can only submit a Credit Transfer Request once. Because multiple submissions are not possible, please submit your Credit Transfer Request only after receiving final grades and Tentative Credit Transfer results for all subjects listed on the request.
7. Once you submit your Credit Transfer Request, we cannot cancel your request or make any changes/additions to the content. Furthermore, we can no longer accept Rescreening Requests after receiving your Credit Transfer Request.

Tentative Credit Transfer Results (example)

Results of First Submission

履修科目名	履修言語	単位数	認定年度	認定セメ	認定科目種別	認定科目コード	認定科目	認定言語	認定単位数	有償_無償	ペア	認定状態
Public Speaking	英語	3					Common Liberal Arts Subject	英語	3	無償		認定予定
Elementary Spanish I	英語	3					Language Education Subject		3	無償		認定予定
Introductory Macroeconomics	英語	3					Major Subject (APM)	英語	3	無償		認定予定
Tourism Resources Management	英語	3					Major Subject (APS)	英語	3	無償		認定予定
The Social Impact of Globalisation and Innovation	中国	3					Major Subject (CSM)		3	無償		認定予定
Human Resource Management in Tourism and Hospitality	英語	3					Major Subject (APS/APM)	英語	3	無償		認定予定
Basketball	英語	3							3	無償		認定不可

Updated Results After Approval of Rescreening Request

Host University Subjects

履修科目名	履修言語	単位数	認定年度	認定セメ	認定科目種別	認定科目コード
Public Speaking	英語	3				
Elementary Spanish I	英語	3				
Introductory Macroeconomics	英語	3				
Introductory Macroeconomics	英語	3				
Tourism Resources Management	英語	3				
The Social Impact of Globalisation and Innovation	中国	3				
Human Resource Management in Tourism and Hospitality	英語	3				
Basketball	英語	3				

Tentative Transfer Results

認定科目	認定言語	認定単位数	有償_無償	ペア	認定状態
Common Liberal Arts Subject	英語	3	無償		認定予定
Language Education Subject		3	無償		認定予定
Macroeconomics	英語	2	無償	1:2	認定予定
Major Subject (APM)	英語	1	無償	1:2	認定予定
Major Subject (APS)	英語	3	無償		認定予定
Major Subject (CSM)		3	無償		認定予定
Major Subject (APS/APM)	英語	3	無償		認定予定
		3	無償		認定不可

認定単位集計情報						
履修単位合計	21.0	履修科目数	7	認定単位合計	0	認定科目数	0

Office Use Only:
While still in the tentative credit transfer stage, the 認定単位合計/Total Transferred Credits and 認定科目数/Total Transferred Subjects will appear as 0. Both of these values will be updated after your credits have been transferred.

Credit Transfer Categories

All Students
Blank: not approved
Language Education Subject
Common Liberal Arts Subject
Major Subject (APM)
Major Subject (APS)
Major Subject (APS/APM)

APS Students Only
Major Subject (ED) Environment and Development
Major Subject (HT) Hospitality and Tourism
Major Subject (IRP) International Relations & Peace Studies
Major Subject (CSM) Culture, Society, and Media

Pair Subjects
If a host university subject is transferred under both Major Subject (APM or APS) and under the name of an existing APU subject, 1:2 will appear in the ペア column.

APS students can receive up to 10 credits in any one of the four Areas of Study, or have up to 10 credits transferred under the name of specific APU subjects. However, more than 10 credits may appear on the Tentative Credit Transfer results. Following the final credit transfer, any credits over 10 will count toward Major Subject APS credits.

Rescreening Request Form

Please fill this form out in English.

Name			Student ID	
College	☐APM ☐APS		Curriculum	☐2011 ☐2017
Host University				
Country / Region				
Departure Semester	20 ☐ Spring ☐ Fall		Exchange Period	☐ 1 semester ☐ 1 year

Date

Subject name at the host university _____

*Please fill out either Request A or Request B. If you fill out both requests, we will ask you to resubmit the form.

Request A: Please mark (✓) by one option to indicate how you would like the above subject to be transferred:

☐APM Major Subject ☐APS Major Subject

☐APS Major Subject* (Area of study _____) *2017 Curriculum APS only

Request B: Request a subject taken at the host university to be transferred under the name of a specific APU subject.

Subject name at APU _____

Please write a detailed explanation of why the results of the Tentative Credit Transfer Form should be rescreened.

Please submit this form to the Academic Office <outbound@apu.ac.jp> along with:

Request A: a syllabus from your host university

Request B: both an APU syllabus and a syllabus from your host university

_____

Office Use Only

Approved	Denied	Comments

Shape your world

APU

Ritsumeikan
Asia Pacific University

Syllabus Translation Confirmation Form

Dear Partner University,

We kindly ask you to please confirm that the contents of the translation(s) provided by the student for the following subject(s) are correct.

Subject(s):

Student Name:

Name of Student's Host University:

Student Exchange Coordinator or Professor in Charge of Subject:

E-mail address:

Signature   Date

_____   _____

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Asia Pacific University

Subject Name Confirmation Form

Student Name:

APU Student ID:

I confirm that the below subjects are the same:

	Term Subject Offered e.g. Fall 2014	Subject Name as Shown on Transcript	Subject Name as Shown on Syllabus
Subject 1			
Subject 2			
Subject 3			
Subject 4			
Subject 5			

Name of Student's Host University:

Name of Professor or Student Exchange Coordinator:

Title:

Email address:

(To be completed by the Professor or Student Exchange Coordinator)

Signature   Date

Request for Late Submission of Credit Transfer Request and Transcript

Date: 20   /   (MM)/   (DD)

Name		Student ID	
College	☐APM ☐APS	Curriculum	☐2011 ☐2017
Host University			
Country / Region			
Departure Semester	20 ☐ Spring ☐ Fall	Exchange Period	☐ 1 semester ☐ 1 year

Date which the transcript can be issued at your Host University	20 / (MM)/ (DD)
Date which you can submit your Credit Transfer Request and transcript to APU	20 / (MM)/ (DD)

In order to submit this form, you must have completed your Tentative Credit Transfer screening and submitted the After Return documents. If these conditions are not met, late submission of your transcript will not be permitted.

Have you completed your application for Tentative Credit Transfer and received tentative results for all subjects you obtained credits for at your host university?	☐ Yes
Have you submitted all of the documents required to be submitted before applying for Credit Transfer Request? ・Student Exchange Report: 1st Semester ・Student Exchange Report: 2nd Semester (only for students on one-year programs) ・Final Student Exchange Report ・Notice of Completion of Exchange	☐ Yes

Please write a detailed explanation of why you cannot submit your transcript by the submission deadline.

Please submit this form to the Academic Office <outbound@apu.ac.jp>

_____

Office Use Only

Late Submission	☐Approved ☐Denied
New Submission Date (only if approved)	20 / (MM)/ (DD)

※Requests for further delays of document submission are not permitted