

Japanese Intensive Learning Program
AY 2024 Winter
Japanese Immersion Program
(JIP)
Application Information

Application Period	Program Duration
Wed., October 9 ~ Wed., October 23 14:00	Mon., February 17 ~ Fri., February 28, 2025

[Important] Important changes starting in AY 2024.

When applying to the program, please check the syllabus, application information, program common items, and pledge, and make sure that you understand and accept all of them, particularly the following.

- [Payment of program fees](#)
- [Stricter deadlines for various submissions and program fees related to the program](#)

***2nd edition changes**

- 1. Application essay instruction modified**
- 2. Information session classroom added**

Ritsumeikan Asia Pacific University
Outreach and Research Office
2nd Edition
(Updated October 1, 2024)

1. What is the Japanese Immersion Program?

Overview and Characteristics of the Program

The purpose of this program is to improve students' Japanese proficiency through interaction with local residents, and through activities in the community that cannot be experienced in regular classes in the classroom. Activities will include walking around the Kannawa area of Beppu City, which has a long history as a hot-springs area and is popular for its retro atmosphere, experiencing Kannawa's famous "jigoku-mushi ryori" (steamed food cooked in a steam-packed hell), staying at a therapeutic bath inn, and interacting with people who live in Kannawa while learning about the area and conducting project work in Japanese.

Subject Name and Grading

Course Name: 2017 curriculum students: "Special Lecture" (Language Education Course)
2023 curriculum students: "Intensive Language Learning"

Credits: 2 credits

*Credits from this course do not count toward the max. credit registration limit.

Grading: Standard letter grading (A+, A, B, C / F)

Subject Registration and Awarding of Credits

The University will register the subject after applicants are accepted to the programs. Credits awarded for this program will not be included in the credit registration limit for that semester. Subjects will be graded as AY 2024 Fall Semester courses, but grades for this course will not be announced until early April, 2025.

- Course Registered and Graded as: AY 2024 Fall Semester course
- Grades Awarded: April 2025
- Grade Inquiries: Grade Inquiry Period for AY 2025 Spring Semester Courses (Aug. – Sep.)

2. Application Information

Program Duration (on-site)

Monday, February 17 – Friday, February 28, 2025 (about 2 weeks)

Program Participants

25 Students (the program will be cancelled if there are not at least 5 participants)

Location

In principle classes and activities will be held off-campus so students can gather information and interact with local residents. Off-campus activities will focus on the Kannawa area in Beppu City where we have received previous support with JIP, and include two nights at a hot spring inn in the Kannawa area.

Program Fee

30,000 JPY (After results are announced, please pay by bank transfer to the designated account by Wed., Nov. 14, 14:00)

Eligibility

- Must be an undergraduate student, in their 1st to 7th semester, at the time of application.
- English-basis students (except native speakers of Japanese) taking "Japanese Intermediate" in the AY 2024 Fall Semester, or who have already completed "Japanese Intermediate" but who have not yet registered for "Pre-Advanced Japanese".

*Students in the accelerated graduation program cannot apply for the program in their last semester.

Application Period

Wednesday, October 9 - Wednesday, October 23, 2024 by 14:00

How to Apply

Access the application survey at the following URL or via the QR code and apply online

<https://forms.office.com/r/8a5JxERAH4>

- The application survey will be open during the application period.
- If you submit the online application multiple times, the most recent application will be adopted.
- The following are required during the online application process. Please prepare beforehand.
 - 1) Application essays
 - Reasons for Applying (in Japanese, approx. 300 characters, or if it's too difficult, you may write in English for 180 words)
 - What you want to achieve by participating in the program (in Japanese: approx. 200 characters, or if it's too difficult, you may write in English for 120 words)
 - 2) Guarantor information



Precautions before completing your application

If you are selected to participate in the program, you will be asked to submit the "[Pledge](#)" online. **Please make sure to obtain the consent of your guarantor before applying.** The Pledge must be signed by both the applicant and guarantor. The guarantor must be your parent, grandparent, uncle, aunt, or guardian.

***When applying for multiple programs**

- Students can apply for multiple programs as long as they meet the application conditions and the program schedule (pre-lectures, on-site field activities, and post-lectures) do not overlap.
- If you are applying for more than one program, you must submit one application per program.
- If you are applying for multiple Off-campus Programs with overlapping dates ("duplicate applications"), all applications will be disqualified from screening.
- "Off-campus Programs with overlapping dates" includes not only short-term programs but also Student Exchange programs. For students who have been accepted to the Student Exchange program and the date of short-term programs overlaps with the schedule of your Exchange program, your application will be deemed a "duplicate application".
 - If you are accepted for more than one program, you must participate in all the programs you are accepted for. We will not accept your withdrawal after the announcement of the screening results in principle.

Screening Process

Applicants will be screened based on the application essay, their grades, and [interview](#).

Application Guidance Sessions

Date 1: Time: 18:10-19:10, Thu, October 10, 2024 (Face to face) Classroom: F110

Date 2: Time: 14:30-15:30, Fri, October 18, 2024 (Face to face) Classroom: TBA

Date 3: Time: 16:20-17:20, Fri, October 18, 2024 (Face to face) Classroom: TBA

***The content of all the guidance sessions will be the same, so you only need to attend one of the three sessions.**

Interview Date (Only for those who require interviews)

Wednesday, October 30, 2024 3rd – 6th period

- After the document screening, interviews will be held with some applicants during the periods shown above. Detailed information will be sent to students via an "Action Required" message on Campus Terminal after the end of the application period.
- Interviewees are determined based on submitted documents, so in some cases interviews will not be held. Only those who require interviews will be notified.
- Please arrange your non-class schedule to ensure you will be able to attend the interview.
- Thursday, October 31 and Friday, November 1 will be backup dates in case you are unable to

attend the interview screening on Wednesday, October 30. However, as a rule, the interview date will be Wednesday, October 30.

- Those selected for interviews who do not show up to the interview without prior notice will be considered to have withdrawn from the program.
- Those who are not contacted regarding interviews will be notified of the results of their application by the date shown below.

Announcement of Results

- The University will notify all applicants of their acceptance/non-acceptance via an “Action Required” message on Campus Terminal.

Wednesday, Nov. 6, 2024

3. Required Procedures for Participants

1. **If you are accepted to the program, you must join the Participants’ guidance sessions shown below.**

Wednesday, Nov. 13, 2024, 5th period (16:10 ~)
Format: Face to face, Classroom: TBA

2. **Various Submissions and Payment of Fees**

Details on how and where to submit the forms and fees will be notified to the successful applicant upon result announcement. The Office will also explain again at the Participant Guidance Session.

Date	Content
Thu, November 14, 14:00	<input type="checkbox"/> Pledge: At the time of application, please make sure to obtain the consent of your guarantor. The pledge must be electronically signed by both the applicant and guarantor (Online). <input type="checkbox"/> Payment due for the program fee: The final program fee will be announced in the notice of the screening result.
Wed, December 11, 14:00	<input type="checkbox"/> Survey for the confirmed participants: Self-report of health conditions and necessary support in studies, Confirmation related to program publicity

4. Notes and Warnings for Participation

[Important] Basic information is provided in the “[Requirements for Participation in Off-Campus Programs](#)” section at the end of this handout, so be sure to check it before applying. Conditions for participation are listed in the following section, so please read through it carefully before considering whether to apply.

1. Strict deadlines for submission

If any required documents or payments are not received by the designated deadlines, you will be removed from your program from the day after the deadline. In such cases, you will be treated as you had "declined participation" and will be responsible for any fees already incurred.

2. Participation fee

Program fee

- You must pay the designated program fees by their deadlines to participate in your program. The estimated fees for the program are listed in the syllabus.
- The finalized program fee will be notified at the time of application result announcement.
- You are responsible for payment of the program fee by the deadline: November 14 (Thu), 14:00. If you fail to pay the fee by the deadline, your participation in the program will be cancelled for any reason. In such a case, you will be responsible for any fees already incurred such as fees that had to be arranged up to that point, cancellation fees.

3. Transportation

Arrange transportation to the field activity site

- Participants are responsible for their own transportation to Kannawa. Please research and prepare your own transportation. The cost of the town tour in Kannawa is included in the program fee.

4. Disclaimers and Precautions (short-term program common information)

Stricter deadlines for various submissions and program fees related to the program.

- If you are accepted into a short-term Off-campus Programs, the Outreach and Research Office will inform you of the required documents to be submitted for each program (e.g., pledge, surveys, etc.) and payment of the program fee.
- You are responsible for paying and submitting all required documents and program fees (e.g., passport, visa, program fee payments, insurance, and any other documents specified by the university or host institution) by the designated deadlines. Failure to submit all required documents and fees by the designated deadlines will result in cancellation of your participation in the program for any reason.
- If you are unable to participate in the program due to failure to submit materials or pay the program fee by the designated deadline, you must pay any fees incurred up to that point.

Precautions for course registration

- No special consideration will be given to students whose pre/post classes or dispatch periods overlap with regular lectures, make-up classes, regular examinations, make-up examinations, course registration periods, extra-curricular activities, or training programs. Please check the academic calendar, your schedule, and program details carefully.
- You may apply to the program even if the program period (pre-classes, dispatch, and post-classes) of the Immersion Program you wish to pursue overlap with the AY 2024 Fall Semester 2nd Quarter and Winter Session courses for which you have already registered. However, if you decide to enroll in the Immersion program, after the application results are announced, please be sure to drop your overlapping subjects in AY 2024 Fall Semester 2nd Quarter and Winter Session courses during Course Registration Correction Period 2.
- You are responsible for any cancellation costs, including in the event of program suspension.

Cancellation or Withdrawal of Participation

- As stated above, failure to submit all required submissions and pay program fees by the designated deadline will result in cancellation of participation in the program.
- In principle, withdrawal after application will not be accepted.
- Even for unavoidable reasons (including cases of suspension or other student disciplinary action), students who cancel or withdraw from the program after their participation has been confirmed must pay the fees incurred up to that point.
- In the case of cancellation or withdrawal of participation, the student will receive an “F” grade in principle.

5. Program Cancellation

- The university may decide to cancel the program's dispatch depending on the current situation; for example, due to the spread of infectious diseases, the social climate, or circumstances at the host institution.
- In the event of cancellation, grades and credits will not be awarded even if the program has already started.

5. Other

Participant's Attitude

- Participants' positive attitudes and efforts make a difference in whether or not their experience in the program is a positive one. Participants are required to be flexible and have a positive attitude that will facilitate their study of intercultural understanding. Participants must understand the purpose of their participation and set their own goals.
- Participants must follow the APU Active Learning rules. Participants are not allowed to drive cars and motorcycles, drink alcohol, or engage in leisure sports.
- Participants must attend all pre-departure and post-program lectures and guidance sessions. Participants must not be absent without notice. Be sure to meet the submission deadlines for submission of any documents or assignments.

6. Schedule

* There might be additional guidance sessions in addition to those listed above. Selected participants will be informed of the guidance session schedule after the first guidance session.

* If you are unable to attend the pre- or post-program class, please consult with your respective instructor in advance by e-mail.

Date	Content
2024	
Wed. October 9 – Wed. October 23, 14:00	Application Period
DATE 1: Thu. October 10, 18:10-19:10 DATE 2: Fri. October 18, 14:30-15:30 DATE 3: Fri. October 18, 16:20-17:20	Program Recruitment Guidance Session (Face to face) October 10 : Classroom : F110 October 18 : Classroom : TBA
Wed. October 23, 14:00	Application deadline
Wed, October 30, 3 rd - 6 th pd.	Interviews (Backup days- Thu, October 31, 6 th pd. Fri, November 1, 4 th & 5 th pd.)
Wed, November 6	Results Announced
Wed, November 13, 5 th pd. (16:10 ~)	Off-campus Programs Participant Guidance Session (Face to face)
Thu, November 14, 14:00	Deadline to submit the documents and payments below: •Pledge (online) •Program Fee Payment
Sat, December 7	Pre-program classes (see program syllabus)
Wed, December 11	Deadline to submit the Survey for Program Participants
2025	
Sat, January 18	Pre-program classes (see program syllabus)
Mon, February 17 – Fri, February 28,	On-site program held
April	Grades Awarded
August - September	Grade Inquiry period

7. Inquiries

Outreach and Research Office: A Building 2nd Floor

Contact: Mizobe, Namba, Ashikari

TEL 0977-78-1101

Email: immerse@apu.ac.jp

AY 2024 Ritsumeikan Asia Pacific University Off-campus Programs

Requirements for Participation in Off-campus Programs

All participants in Ritsumeikan Asia Pacific University Off-campus Programs (hereinafter referred to as Programs) must abide by the following.

1. Required Attitude

- (1) Participants must understand the aim and purpose of their chosen program, and should participate actively approaching their studies seriously.
- (2) Participants must conduct themselves in a dignified and honorable manner, refraining from any conduct that may harm the reputation of Ritsumeikan Asia Pacific University (hereinafter, "APU") and the host university or institution (hereinafter, "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. Also, participants must follow all instructions from staff and faculty at both APU and the Host Institution during the program.
- (4) Participants must attend all pre-program and post-program classes, guidance sessions, and so on held before and after dispatch.
- (5) Withdrawals after the selection result announcement will not be accepted since the selection process assumes that the applicants intend to participate in the program at the time of application.
- (6) Participants must not protest if their participation in a program is cancelled or if they are ordered to return to Japan due to breaching these Requirements for Participation in Programs.

2. Cancellation of Program Participation or Dispatch

(1) [All Programs (excluding Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs)]

All participants must complete all program participation procedures such as submitting the required documents, paying program fees, obtaining passports and visas, completing the procedures for purchasing travel insurance, and so on by the designated deadlines. If a participant fails to submit documents, pay program fees, obtain a passport or visa, or complete insurance procedures by the deadline for any reason, they will be removed from the program.

(2) [Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs]

All participants must complete all program participation procedures such as submitting the required documents, paying program fees, obtaining passports and visas, completing the procedures for purchasing travel insurance, and so on by the designated deadlines. If a participant fails to submit documents, pay program fees, obtain a passport or visa, or complete insurance procedures by the deadline, they may be removed from the program.

(3) In addition to the above, the student's participation in the program may be cancelled even after the results have been announced in any of the following cases apply.

- A) If it is determined that it is not appropriate for the student to join the program, taking into account their attitude and attendance status
- B) If the participant is subject to disciplinary action after the program results are announced
- C) If APU determines that it is not appropriate for the student to study abroad due to injury, illness, etc.
- D) If the participant engages in prohibited acts during the program period
- E) If the participant does not meet the designated requirements to continue the program
- F) If the participant loses their student status at APU.
- G) In the case of any other violations of the duties of the student

(4) If a student's participation is cancelled, they shall be given a "F" grade. (If participation is cancelled before the pre-program classes start, then their course registration will be "deleted." However, this item does not apply to Exchange, Double Degree programs, Campus Asia programs, and Short-term summer /Winter programs.)

(5) In the cases below, APU may make the decision to cancel student dispatch.

- A) If the destination country or region is in an area designated Danger Level 2 or above by the Ministry of Foreign Affairs. However, if an infectious disease risk advisory is issued due to the spread of a new infectious disease, decisions will be made depending on the situation.
- B) If there are natural disasters, accidents, strikes, infectious disease, political unrest, disruptions to the normal operation of public transportation or medical services, war, terrorism, injury to or sudden hospitalization of faculty coordinators, or other unforeseen circumstances in the destination country or region that make it difficult for the host institution to provide support for the dispatched students due to force majeure.
- C) If the Host Institution decides to stop accepting dispatched APU students.

3. Meeting and Dismissal On-site

[All overseas programs (excluding FIRST, Service Learning)]

- (1) Participants will meet and be dismissed on-site during the program period, and are responsible for ensuring their own safety during their travels.
- (2) Participants are responsible for arranging their own flight tickets, and submitting their itinerary to APU.
- (3) Once an itinerary has been submitted to APU, it should not be changed without valid reason. If changes are made, the revised itinerary must be resubmitted to APU.
- (4) APU is not responsible for the participant's conduct outside the travel period required for program participation, and students must take responsibility for their own conduct outside of this period.

[FIRST, Service Learning]

- (1) Participants are not permitted to meet or be dismissed on-site, and they cannot enter the country on their own before the start of the program period.

(2) After the end of the program period, participants must immediately return to Japan. They may not extend their period of stay in the host country.

4. Health and Safety Management

(1) **[All Overseas Programs (excluding FIRST, Service Learning)]** Before departure, participants must purchase an overseas health and travel insurance policy designated by APU for the entire duration of their travel period, from the date of their departure from Japan until the date of their re-entry to Japan. In addition, participants are also required to enroll in the risk management system for the period specified by APU.

[FIRST, Service Learning] Before departure, participants must purchase overseas travel insurance and enroll in the risk management system as designated by APU.

[Domestic Programs] Participants must purchase domestic travel insurance and enroll in the risk management system as designated by APU.

(2) Participants are responsible for managing their own personal health. Also, they must report any health conditions and required learning support using the designated form.

(3) Participants must report if they have any pre-existing health conditions.

(4) Should a participant require hospitalization or medical treatment, they must immediately inform APU and the Host Institution and follow staff and faculty instructions. The participant will be responsible for any medical expenses above the amount that is covered by their insurance.

(5) In the event that a participant needs emergency medical attention or surgery but there is insufficient time to obtain the consent of the student or guarantor, the student agrees to be treated at the discretion of a doctor or faculty/staff from APU or the Host Institution.

(6) If APU or the Host Institution determines that the participant requires medical treatment, and the participant makes the independent decision not to undergo that medical treatment, neither APU nor the Host Institution shall be held liable for whatever issue may arise as a result.

(7) If a student wishes to receive a vaccine recommended by APU, they must make a hospital appointment through APU Health Clinic. If a vaccination is mandatory, the student must follow the instructions given at the guidance session.

5. Costs and Compensation

(1) If a participant is unable to join or continue the program due to their failure to submit documents or payments by the deadline, injury or illness, disciplinary action, etc., or if they withdraw from the program, they will be responsible for paying any costs incurred up to that point.

(2) If a program is changed or cancelled as a result of natural disasters, accidents, strikes, infectious disease, political unrest in the program country or region, disruptions to the normal operation of public transportation or medical services, war, terrorism, injury to or sudden hospitalization of faculty coordinators, or other unforeseen circumstances in the destination country or region, the participant will not seek compensation from either APU or the Host Institution, but will be responsible for paying any costs incurred up to that point.

(3) If a participant has already paid their required program fees, they will receive a refund of the total amount, minus the expenses already incurred up to the point of program discontinuation, cancellation of participation, or withdrawal. The participant must understand that the refund process may take some time.

(4) In the event that an accident, illness, or death occurs under circumstances beyond the control of APU or the Host Institution, neither APU nor the Host Institution shall be held responsible in any way, financially or otherwise.

(5) In the event of any damage to or theft of personal belongings, traffic accidents, or criminal incidents deemed to be under circumstances beyond the control of APU or the Host Institution, the participant shall be responsible for dealing with the situation.

(6) If the participant causes damage to a third party or APU through their own intention or negligence, the participant shall be responsible for compensation.

(7) During the program period, if any damage occurs to the participant through unlawful acts made by third parties such as organizations, individuals, homestay families, etc., the participant will be responsible for handling any legal actions or other related matters. APU or the Host Institution shall not be held liable for such incidents.

6. Obtaining Visas

(1) It is the responsibility of the participant to check the requirements to receive a visa covering the period from their departure to their return, and apply accordingly.

(2) Visa requirements vary depending on the participant's nationality, the destination country/region, length of stay, etc.. Any information about required visas (including transit permits) can be found on each embassy's website, and participants must check the information themselves.

(3) Visa application requirements are subject to change without notice, so participants must keep up to date with the latest information. Program participation via a visa received on arrival is not permitted, except in cases where a visa cannot be obtained in advance due to visa regulations of the country issuing the visa.

(4) In the event a participant is unable to obtain a visa, their participation in the program or overseas exchange will be cancelled. Furthermore, the start date of the program or study abroad will not be changed due to the participant's failure to obtain a visa.

(5) [International Students only] In addition to a visa for the program's host country, participants must check the expiry date of their Japanese residency permit and the conditions for a re-entry permit.

7. Course Registration Plan

(1) When applying to the program, participants must make sure that the courses they will register and the number of credits they will earn are compatible with their course registration plan until graduation.

(2) The university will not provide any special accommodations if an issue with a participant's course registration plan until graduation is found, so participants must apply for programs at their own risk.

8. Submission of Pledge

Participants must agree to and abide by all the conditions listed above, and submit the pledge signed by both the participant and their guarantor.

PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the application guidelines, syllabus (excluding Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs) and the attached "Requirements for Program Participation" and pledge to observe and carry out said requirements to the best of my ability. Furthermore, I consent to having my application documents and any other documents I submit containing personal information (name, gender, date of birth, other information provided to the university in relation to the program) handled within the university for administrative purposes and participation procedures, and to have it shared with third parties (host university/institution, travel agency, visa acquisition agency, insurance company, risk management support company, accommodation facility, related countries' (Japan, participant's home country, host country) embassies and government agencies).

To be completed by the applicant

Date _____

Signature by Student _____ * Use "Draw" to sign. (Please do not use "Type".)

Student ID Number _____

Program Name _____ (Host University/Institution: _____)

College (APM / APS / ST / GSM)

Year (1 / 2 / 3 / 4 / Other)

Zip Code _____

Address _____

* Please make sure information you entered is correct before submitting.

To be completed by the applicant's guarantor *To be completed by a parent or guarantor.

As the applicant's guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus (excluding Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs), and the attached "Requirements for Program Participation" and agree to take responsibility for any situations which may arise as a result of the applicant's failure to observe and carry out all of the aforementioned requirements. Furthermore, I hereby guarantee provision of funds for all expenses incurred by the applicant through participation in the program, up to an amount equivalent to the specified program cost.

Date _____

Signature by Guarantor _____ * Use "Draw" to sign. (Please do not use "Type". The applicant must not sign on the guarantor's behalf.)

Zip Code _____

Address _____

* Please make sure information you entered is correct before submitting.

Telephone Number _____

Relationship with the Applicant _____

[In any of the following cases, this pledge will be deemed null and void, and the student will be responsible for all fees incurred through participation in the program.]

- If the signatures provided in this form are not the originals of the respective applicant or guarantor, or if the handwriting in the applicant and guarantor sections is deemed to be that of the same person.
- If the guarantor section is completed by someone deemed unqualified as a guarantor, such as a friend or acquaintance.
- If required items are left blank in the applicant- or guarantor sections.
- If any of the information provided is deemed false.