

AY2022 Fall Semester FIRST Program for International Students

(Freshman Intercultural Relations Study Trip)

Academic Office (October 5, 2022)

1. Overview of the Program

The FIRST program (Freshman Intercultural Relations Study Trip) is an off-campus study introduction program for 1st year students. APU began the FIRST Program in 2007, and this program is conducted in Korea, Taiwan, Hong Kong, and Japan to this day. Many students have gained a variety of experiences through their participation.

The most defining characteristic of the FIRST program is “Intercultural Orienteering,” a kind of off-campus study. The students must make their way to their destinations in small groups, relying only on their own abilities while also conducting a questionnaire during field research in the locations they are visiting. This program is aimed at students who are interested in various countries’ languages and cultures and in interacting with local people to help make the most of their life on APU’s multicultural campus. We would recommend this program for students who are aiming at joining other off-campus study programs or being exchange students.

After participating the FIRST program, if you are interested in improving your ability to advance in a multicultural multilingual environment, we recommend participation in the SECOND program. If you want to push yourself and reach a higher level, we look forward to receiving your application for the SECOND program.


2. Program Details

FIRST program for AY2022 Fall Semester will be held as follows:

Course name	Intercultural Fieldwork I (Common Liberal Arts Subject)
Instructor	EDLSC Assistant Professor TSURUHARA Toshiyasu
Implementation format	Pre-program and post-program classes on campus, on-site field research activities
Fieldwork schedule	November 24 (Thu) – 27 (Sun), 2022 *during Quarter Break
Course registration	The university will register the course for students as an AY 2022 fall semester subject. (automatic registration)
Credits	2 credits (Credit for this course will not be counted toward the credit registration limit for AY2022 fall Semester.)
Grade	Pass or Fail (P/F)
Language	English
No. of participants	48 (Minimum of 5) *Program may be cancelled if fewer than 5 participants.

3. Application and Screening

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

Eligibility	<p>1. Students must meet the following conditions at the time of applying:</p> <p>(1) English-basis international students in their 1st or 2nd semester.</p> <p>(2) If students are in their 2nd semester at the time of applying, they must have earned 14 credits or above by the end of their 1st semester.</p> <p>* 2nd or 3rd year transfer students are also eligible to participate if it is within one year after transfer. However, if there are too many applicants, priority may be given to 1st or 2nd semester students.</p> <p>2. Must have completed at least the three doses of the COVID-19 vaccine or receive second dose after May 24, 2022.</p>
Application format	<p>Apply through the Online Application Form (Academic Office Website)</p> <p>The application includes a required statement of purpose essay.</p> <p>https://forms.office.com/r/MhSMt6puu3</p> 
Application period	September 21 (Wed) – October 13 (Thu), 2022 (14:00)
Screening	Participants will be selected based on the results of the document screening. Emphasis is placed on the reason for participation. An interview may be required in some cases. If an applicant misses the interview without prior notice, their application will be cancelled.

4. Overview of Course Schedule

e	Classes / Field Research
11/2 (Wed) 5th・6th Period	Pre-program classes ①・②
11/9 (Wed) 5th・6th Period	Pre-program classes ③・④
11/16 (Wed) 5th・6th Period	Pre-program classes ⑤・⑥
11/24 (Thu)	On-site Field Research Day 1 (Depart from Beppu)
11/25 (Fri)	On-site Field Research Day 2
11/26 (Sat)	On-site Field Research Day 3
11/27 (Sun)	On-site Field Research Day 4 (Arrive in Nagasaki, return to Beppu by bus)
11/30 (Wed) 5th・6th Period	Post-program classes ①・②
12/14 (Wed) 5th・6th Period	Post-program classes ③・④

*Participants will be notified of classroom locations when screening results are announced.

5. Terms and Conditions

(1) Costs

Program participants are responsible for paying the entire program fee.

Program Fee	Approximately 42,000 JPY (Maximum 44,000 JPY) The Academic Office will inform participants of the exact amount when screening results are announced
Payment deadline	October 27 (Thu.), 2022 (15:00)
Submission deadline for proof of payment (Online survey)	October 27 (Thu.), 2022 (16:30)
<p>※Information regarding payment procedures and submission procedures for the proof of payment will be announced together with the screening results.</p> <p>※<u>If participants fail to submit online survey for their proof of payment by the submission deadline, they will not be allowed to participate in the program.</u> In such cases, the university will act in accordance with the guidelines set forth in Section 6. Disclaimers and Notices.</p>	

◎The breakdown of the program fees is as follows.

Program fee includes:	Program fee excludes: (things that you must pay yourself)
<ul style="list-style-type: none"> •Transportation: -JR unlimited-ride ticket for 3 days -Chartered Bus, from Nagasaki to Beppu •Domestic Travel Insurance 	<ul style="list-style-type: none"> •Transportation and accommodation fees not included in the left column (Approximately 30,000yen) •Meals and other personal expenses • Items necessary for research activities, photocopies, etc. •PCR or Antigen test prior to the start of Field Research (Free to about 5,000JPY) *1

(*1) According to the rules set by the university, participants are required to take a PCR or antigen test within 72 hours before the start of On-site Field Research and to show that the results are negative.

(2) Required procedures for participants

•Insurance

Participants must be covered by the University's designated domestic travel insurance regardless if they are also covered by their own insurance. Insurance details will be explained at a pre-program class for further information.

•Pledge

Participants must sign and submit a "Requirements for Program Participation (Pledge)".

Participants must acknowledge the conditions listed on the form before participating in the program. Participants will be informed of the deadline and submission method upon acceptance to the program.

6. Disclaimers and Notices

(1) Important point for participants in Off-Campus Study Programs

Please be sure to confirm the attachment “Items Common to All Programs”

(2) Other specific information for the FIRST Program.

① Program precautions related to COVID-19

- Depending on the COVID-19 spread conditions, field work may be canceled.
- In the event of program cancellation or suspension, or changes to the program, APU will be not charged for any costs incurred, the participant must pay for any cancellation costs.

② Attitude

Your own attitude and effort will greatly influence whether you will benefit from the program. This requires you to have the flexibility to accept other cultures overseas and to learn proactively. Please determine your own goals for participating in the program. Attendance in all pre-and post-program sessions and guidance sessions is required. We will not accept absences without prior notice. Absences without prior notice, may result in your removal from the program and receiving "F" grade.

Please also make sure to meet deadlines for submitting documents and other assignments. During the program, you will be expected to follow the rules of the university. In addition to the rules listed in the “Requirements for Program Participation (Pledge),” students are prohibited from drinking alcohol, driving cars or motorcycles, and engaging in leisure sports. Please follow the regulations and instructions of the accommodation facilities.

7. Q&A

I have registered the maximum number credits for AY 2022 Fall Semester. Can I still apply for the SECOND program?

→ Yes, you can apply. The credits granted under this program are not included in the maximum number of credits for the semester.

Can I apply for both the FIRST and SECOND programs?

→ Yes, you may apply for both the FIRST and SECOND programs. Please remember to submit both application forms.

8. Contact

Academic Office Building-B Ground floor

TEL: 0977-78-1101 / Email: first@apu.ac.jp

Persons in charge: MAEDA (Mr.), Hashizume (Ms.), ASO (Ms.),



Pre-program class



Field research



Post-program class/ presentation

Items Common to All Programs

1. Visa

It is the student's responsibility to verify the visa(s) that will be required from departure through return home and then to apply. The visa(s) required will differ depending on the student's nationality, the country/region of dispatch, and the length of stay. Students should check the website for each embassy to confirm the visa required (including transit visas) and the documents required. Further, because visa application requirements can change without notice, please be sure you have the most recent information in hand. For those getting a "Visa On Arrival" (also: "On-Arrival Visa"), according to the regulations of the country issuing the visa, generally speaking such visas are not recognized except in cases when a visa cannot be obtained prior to traveling.

In the unlikely event that you are unable to obtain your visa by the date set, your dispatch/study abroad program will be canceled. Also, the dispatch/start date of your study abroad program will not be changed.

In that event, the participant will bear the cost of any cancellation fees. Cancellation fees to be borne and grades will be handled in accordance with the " Disclaimers and Notices ".

[International Students Only]

International students should review the renewal date for their Japanese residence permit and permission for reentry in addition to the visa requirements for the country where their program will be run. If there is anything you don't understand regarding the renewal date for your residence permit or permission for reentry, please check with the Student Office.

Note: Depending on the program, there are cases when your visa application will be handled by an agency. Please confirm the details with the program coordinator.

2. Insurance

Including cases where students have already individually taken out an insurance policy, program participants must take out domestic and overseas travel insurance as designated by APU and the host institution, join the JCSOS Crisis Management System (J-TAS), and so on. Details on taking out these insurance policies will be provided in the pre-program classes and at the guidance session for participants.

3. Vaccinations

The APU Health Clinic will provide information on the types of vaccinations it recommends at the pre-program classes and the guidance session for participants. Because the vaccinations recommended by the Health Clinic are not mandatory, each student should decide for themselves about whether to get the vaccination(s) or not. Students wishing to get the vaccination(s) should contact the health clinic and make an appointment for themselves.

Please note that some vaccinations may be mandatory depending on the dispatch destination, so please follow the instructions given during the guidance session.

4. Program Cancellation or Change of Program Contents, Cancellation of Participation

① The Dean of Academic Affairs will make the decision to cancel student dispatch if the following conditions are met:

- 1) In the event the Ministry of Foreign Affairs' "Travel Advise" is level 2 or above for the country or region of dispatch. However, if a "Warning on Infectious Diseases" is issued due to the spread of a new disease, etc., a decision will be

made according to the situation.

2) In the event a program cannot be operated safely in view of social conditions.

2-1) When making the decision to cancel a program, we take into consideration the projection that any of the following will occur in the program destination: 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; inadequate support for outgoing students from the host institution in the event of a crisis; or other unforeseen circumstances.

3) In the event a host institution decides to cancel acceptance of students from APU which involves overseas travel

② In the event any of the following apply, a participant's participation in a program may be cancelled even after the announcement of acceptance. Further, with the exception of Overseas Student Exchange Program, Double Degree Program, and Short-Term Summer/Winter Program, in the event a participant's participation in a program is cancelled, as a rule a grade of "F" will be assigned.

A) In the event a participant's course participation is judged inappropriate, taking into consideration the participant's behavior and attendance

B) In the event the participant becomes subject to disciplinary action after the announcement of screening results

C) In the event the designated overseas travel and accident insurance is not taken out, and/or in the event that university instructions concerning the submission of documents, attendance at required guidance sessions, etc. are not followed

D) In the event that the university determines study abroad is not suitable due to injury, illness, etc.

E) In the event of misconduct

F) In the event of other violations of the participant's duty as a student

③ The student will be required to pay for costs already incurred at the point in time when their program participation is canceled.

5. Withdrawal After the Announcement of Screening Results

The university undertakes screening on the assumption that, at the time of application, everyone who applies to a program wishes to participate. Therefore, as a general rule, withdrawal after the announcement of screening results is not permitted.

When applying, students should carefully review the program contents in advance and make their preparations assuming they will not withdraw. Furthermore, if a student fails to pay the cost set by the university by the deadline, this will be treated as a withdrawal. Please see Item "6. Cancellation Fees" below regarding cancellation fees. In the case of credit-granting programs, as a general rule, students who withdraw will be assigned a grade of "F".

6. Cancellation Fees

In cases where a participant is forced to withdraw after announcement of the screening results, the withdrawing student must pay costs incurred up until that point in time. The cancellation fee also includes bank fees (overseas wire fees, etc.).

In the case that the costs required by the program have already been remitted to the university, the cancellation fees will be deducted and the difference will be refunded.

The refund procedures require a certain amount of time.

7. Registration Plan

Students should thoroughly review their registration plan and number of credits to be earned through the program and confirm that this plan will not cause any problems with their registration plan for graduation. No special consideration will be given in the event that problems are identified after the screening results have been announced and also that an item listed in "**4. Program Cancellation or Change of Program Contents, Cancellation of Participation**" has arisen. Students should assume personal responsibility when applying to any program.

Note: It is not possible to participate multiple times in a program having the same lecture content.

If it is not clear whether or not the program you wish to apply for has the same content as a program you have already completed, please inquire with the Academic Office before applying.

8. Handling of Personal Information

A pledge will be sent to all successful applicants. Upon being accepted to the program, please see the pledge for details.

9. On Participating in a Program

- ① Whether or not a program experience is rewarding depends greatly on the attitude and effort of the participants themselves. Participants need to have the flexibility to accept the different cultures found abroad and a positive attitude towards learning. Each participant should firmly set goals for participating in the program. Further, attendance at the guidance session and the pre-/post-classes held before and after dispatch is mandatory. Absences without notice are not permitted. Also, students should be sure to submit all documents and assignments by their deadlines.
- ② During program participation, participants should comply with the "Off-Campus Study Programs Requirements for Participation (Pledge)" and the "Risk Management Guidelines for Off-campus Study Programs Participants".

AY2022 Ritsumeikan Asia Pacific University Off-campus Study Programs
Requirements for Participation in Off-Campus Study Programs (excluding Overseas Student Exchange,
Double Degree Program, EXPLORE, and APU Global Research Program, Short-Term Summer / Winter Program)

1. Required Attitude

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

- (1) Participants must understand the aim and the purpose of their chosen program, and should actively participate in the program and take their studies seriously.
- (2) Participants must conduct themselves in a dignified and honorable manner while maintaining the good name of Ritsumeikan Asia Pacific University (Hereinafter referred to as “APU”) and the host institution (Hereinafter referred to as “Host Institution”).
- (3) Participants must act in accordance with the regulations of APU, the rules of the Host Institution, Japanese law and the laws and regulations of the host country or region for the full duration of the program. Participants are also expected to follow all instructions from staff and faculty at both APU and the Host Institution
- (4) Participants must not protest in the case that he or she was commanded to cancel his or her participation in a program or commanded to return to Japan due to breach of ‘Requirements for Program Participation’.

2. Health Management

- (1) Participants will be responsible for their own personal health.
- (2) Participants are required to purchase overseas health and travel insurance and JCSOS Risk Management System (J-TAS) before departure from the organization designated by APU (overseas programs only).
- (3) Participants must inform APU if they have any pre-existing medical conditions.
- (4) Participants must submit “Off-campus Program Participants Self-report of Health Condition and necessary support in studies”.
- (5) Should a participant require hospitalization or medical treatment, the student must immediately inform APU and the host institution and follow staff and faculty instructions. The participant will be responsible for any medical expenses above that which is covered by their insurance.
- (6) Should the participant require emergency medical treatment or surgery at a time when it is impossible to obtain their permission (or that of his/her guarantor’s), the participant agrees to be treated according to the judgment of the staff and faculty members from APU, the ones from host institutions, or a doctor on site.
- (7) In the event that APU, Host Institution faculty, or Host Institution staff deem that the participant requires medical treatment, and the participant makes an independent decision to forgo said treatment, neither APU nor the Host Institution shall be held liable for any issues which may arise as a result.

3. Costs or Compensation

- (1) Necessary costs related to the program (program fee, accommodation fee, transportation fee, insurance, etc.) must be paid within the designated time frame.
- (2) Should a participant withdraw from the program, or become unable to join or continue with the program owing to injury, disciplinary action, or any other reason, the participant alone will be responsible for all costs incurred, including any costs that APU is required to pay to the host institution.
- (3) In the event that the program is cancelled or changed as a result of natural disasters; accidents; strikes; infectious disease; political unrest 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, the participant will not seek compensation from either APU or the Host Institution for any and all costs incurred. In this situation, as in term 3. (2), the participant will be responsible for all costs incurred.
- (4) Neither APU nor the Host Institution will be held financially or otherwise responsible for accidents, sickness, or death that occurs as a result of participant negligence which are beyond the control of either institution.
- (5) Participants will be responsible for any damage or theft of personal belongings, traffic accidents or criminal events that occur and are deemed to be beyond the control of both APU and the Host Institution.
- (6) Participants will be liable for compensation of any damages APU suffers as a result of their grave negligence or wrongful intention.
- (7) The parties involved with program administration such as APU, host universities and/or local institutions, do not represent or act as an agent for any accidents and damages brought by unlawful acts caused by third parties e.g. organizations, individuals, homestay families. Students are responsible for taking any legal action and other related matters. The parties involved with program administration such as APU, host universities and/or local institutions shall not be liable for these incidents.

4. Immigration and Departure (Overseas programs only)

- (1) Participants must not enter the relevant country individually before the start of their program.
- (2) Participants must return to Japan without delay after the program finishes. Participants are not authorized to extend their stay in the host country.
- (3) Notwithstanding Items (1) and (2), participants in the programs designated by APU must inform APU in advance of the date of departure from and arrival in Japan by following the instructions given in pre-departure guidance sessions and shall be responsible for reaching the site and returning to Japan by themselves.

5. Submission of Pledge

Participants must agree and abide to all conditions listed above and submit the pledge which is signed by both the participant and his or her parent/guardian.

PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the application guidelines, syllabus, 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 institution: _____)

College (APM / APS)

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

Zip Code _____

Address _____

* Please make sure the address you entered is correct before submitting.

To be completed by the applicant’s guarantor

As the applicant’s guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus, 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 Parent/Guardian _____ * Use “Draw” to sign. (Please do not use “Type”.)

Zip Code _____

Address _____

* Please make sure the address you entered is correct before submitting.

Telephone Number _____

Relationship with the student _____

【We cannot accept the Pledge in any of the following cases.】

- 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-entry sections.
- If any of the information provided is deemed false.